

How to Register with the New ROCS System – Current DCJS Registrants

Go to <http://www.dcs.virginia.gov/rocs/Login.aspx> where you will see the welcome screen.

Click on “register a person” on the menu to the left of the screen. Even if you have credentials, you must register with the new system.

The screenshot shows a web browser window displaying the DCJS Virginia Department of Criminal Justice Services website. The URL in the address bar is <http://www.dcs.virginia.gov/rocs/Login.aspx>. The page features a header with the DCJS logo and the text "VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES" and "Improving and promoting public safety in the Commonwealth". A left-hand menu is visible, with "Register a Person" highlighted and an arrow pointing to it. The main content area displays a welcome message: "Welcome to DCJS Regulatory On-Line Credentialing System (ROCS)". Below this, instructions state that users must register with the e-Government site and provide their user name and password. A list of options for registration is provided, including applying for a professional license, renewing an existing professional license, submitting name or address changes, requesting a duplicate license, applying for a business or facility license, renewing an existing business license, submitting name or address changes, requesting a duplicate license, or requesting a facility inspection. At the bottom, there are input fields for "User Id*" and "Password*".

Menu

- Register a Person
- Register a Business

Welcome to DCJS Regulatory On-Line Credentialing System (ROCS)

In order to utilize the online services, you must register with the e-Government site. If you've already registered, just enter your user name and password in the fields below and press the **login button** to continue. If you've forgotten your password, click [here](#).

If you haven't already registered, please read the list below carefully and choose the option that best fits your circumstance:

- If you wish to apply for a professional license, renew an existing professional license, submit name or address changes, or request a duplicate license, click [here](#) to register (or click the **register a person** link on the left).
- If you wish to apply for a business or facility license, renew an existing business license, submit name or address changes, request a duplicate license or request a facility inspection, click [here](#) to register (or click the **register a business** link on the left).

User Id*:

Password*:

You will see this screen where you will fill in your birth date as MM/DD/YYYY and SSN without dashes.

http://www.dcs.virginia.gov/rocs/PersonSearchResults.aspx

File Edit View Favorites Tools Help

Google Search

Search

Share Bookmarks Check Sign In

Favorites Suggested Sites Free Hotmail Web Slice Gallery Blackboard Academic Suite

http://www.dcs.virginia... corporate_complete

Page Safety Tools

Menu
Login Page

Search for Existing Personal/Professional Records

In order to apply for a professional license, renew an existing license, submit name or address changes or to request a duplicate, you must create a username and password and associate it to your records. This form allows you to search for your existing personal/professional records.

- If you are the owner of a licensed business or facility and wish to register to maintain your business records, click [here](#) to continue.
- You must complete the search process, even if you currently hold no professional licenses with the state.

- Enter your information into at least two of the fields below.
- Press the **search button** to search for your records based on the information you provided.

NOTE: If you are not able to find your record and you believe that you should be in our system, please double check to make sure you have entered your SSN and birth date accurately.

Birth Date*:
Ex: MM/DD/YYYY

SSN*:
Ex: 123456789

Done Internet 100%

Since you are already in the system, it will pull up your name and address and ask you to create a User Id and password.

The screenshot shows a web browser window with the address bar displaying <http://www.dcjs.virginia.gov/rocs/Registration.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. Below the menu bar is a search bar with the Google logo and a search button. To the right of the search bar are icons for Search, Print, Add, and Delete, followed by a Share button, a Bookmarks button, and a Check button. Further right are icons for Home, RSS, Email, and Print, followed by a Page button, a Safety button, and a Tools button. The browser's status bar shows the text "Registration".

The main content area of the page features the DCJS logo on the left, which consists of the letters "DCJS" in a large, blue, serif font, with a circular seal containing a scale of justice and the words "DEPARTMENT OF CRIMINAL JUSTICE SERVICES" and "COMMONWEALTH OF VIRGINIA" around it. To the right of the logo is the text "VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES" in a blue, serif font, followed by the tagline "Improving and promoting public safety in the Commonwealth" in a smaller, italicized, blue, serif font.

Below the logo and tagline is a "Menu" section with a blue header and a white body containing the text "Login Page". To the right of the menu is a "Registration" section with a red header. Below the header is a paragraph of text: "We were able to find your records based on the entered search criteria. Please review the information below and double check that the search returned *your* record." Below this paragraph is a list of two bullet points:

- If the record below is yours, enter a username and password in the form below and press the **register button** to create your record. Once logged into the e-Government application you will be able to maintain your records, apply for an additional license, and renew an existing license.
- If the information below is not yours, click [here](#) to search again. If your records can not be found, click [here](#) for information on contacting the proper department/agency/board.

Below the list of bullet points is a "NOTE" section with the text: "NOTE: Required fields are marked with an asterisk (*)."

Continued on next page...

Verify your name and address. You will also be asked to select gender, ethnicity, and citizenship status.

Name

{	Name Prefix:	<input type="text"/>	Birth Date*:	<input type="text" value="1/30/1973"/>
	First Name*:	<input type="text" value="Sample"/>	SSN*:	<input type="text"/>
	Middle Name:	<input type="text"/>	Gender:	<input type="text" value="Male"/>
	Last Name*:	<input type="text" value="Profile"/>	personEthnicity	<input type="text" value="Select"/>
	Name Suffix:	<input type="text"/>	personCitStatus	<input type="text" value="Select"/>

Arrows indicate relationships: from Gender to personEthnicity, and from personEthnicity to personCitStatus.

Address

{	Country:	<input type="text" value="United States"/>	Phone*:	<input type="text" value="7036523178"/>
	Line 1*:	<input type="text" value="123 Street Road"/>	Fax:	<input type="text"/>
	Line 2:	<input type="text"/>	Email:	<input type="text"/>
	City*:	<input type="text" value="Richmond"/>		
	State:	<input type="text" value="VA"/>		
	ZipCode*:	<input type="text" value="23235"/>		

Continued on next page...

Next, create a user ID and password with a minimum of 6 characters. You must also create a password question and answer to be used in case you forget your password. Your User ID, Password, and Password Question/Answer are completely up to you!

User ID

{	User ID*	<input type="text" value="sample"/>	
		ex. jsmith	
	Password*	<input type="text"/>	Confirm Password* <input type="text"/>
		Minimum 6 characters	
	Password Question:	<input type="text" value="Color?"/>	Password Answer: <input type="text" value="blue"/>
		ex. Favorite color?	ex. Blue
	<input type="button" value="Register"/>		

After this information is filled out, click the “register” button at the bottom of the page.

User ID

User ID*
sample
ex. jsmith

Password*
Minimum 6 characters

Confirm Password*

Password Question:
Color?
ex. Favorite color?

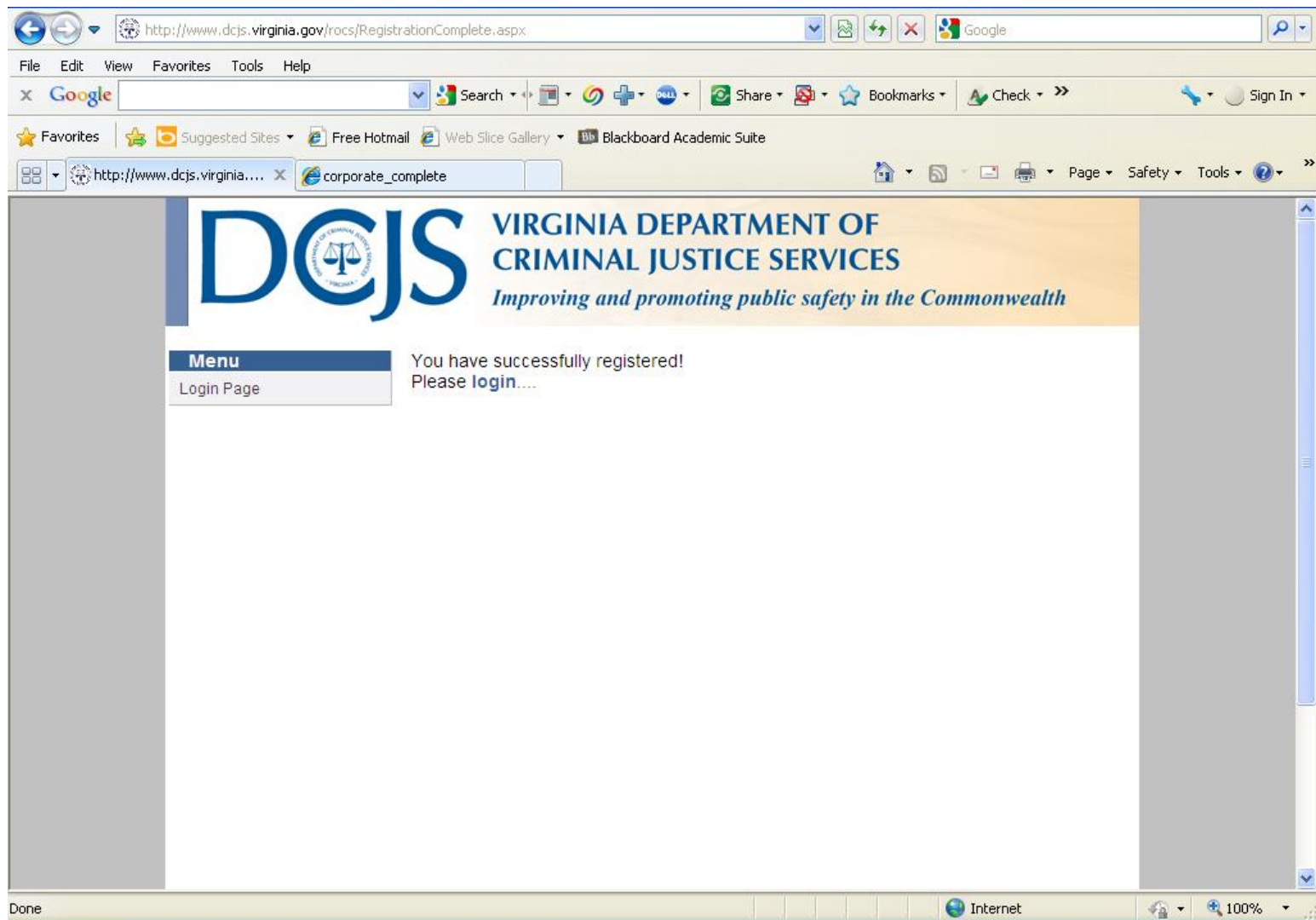
Password Answer:
blue
ex. Blue

Register

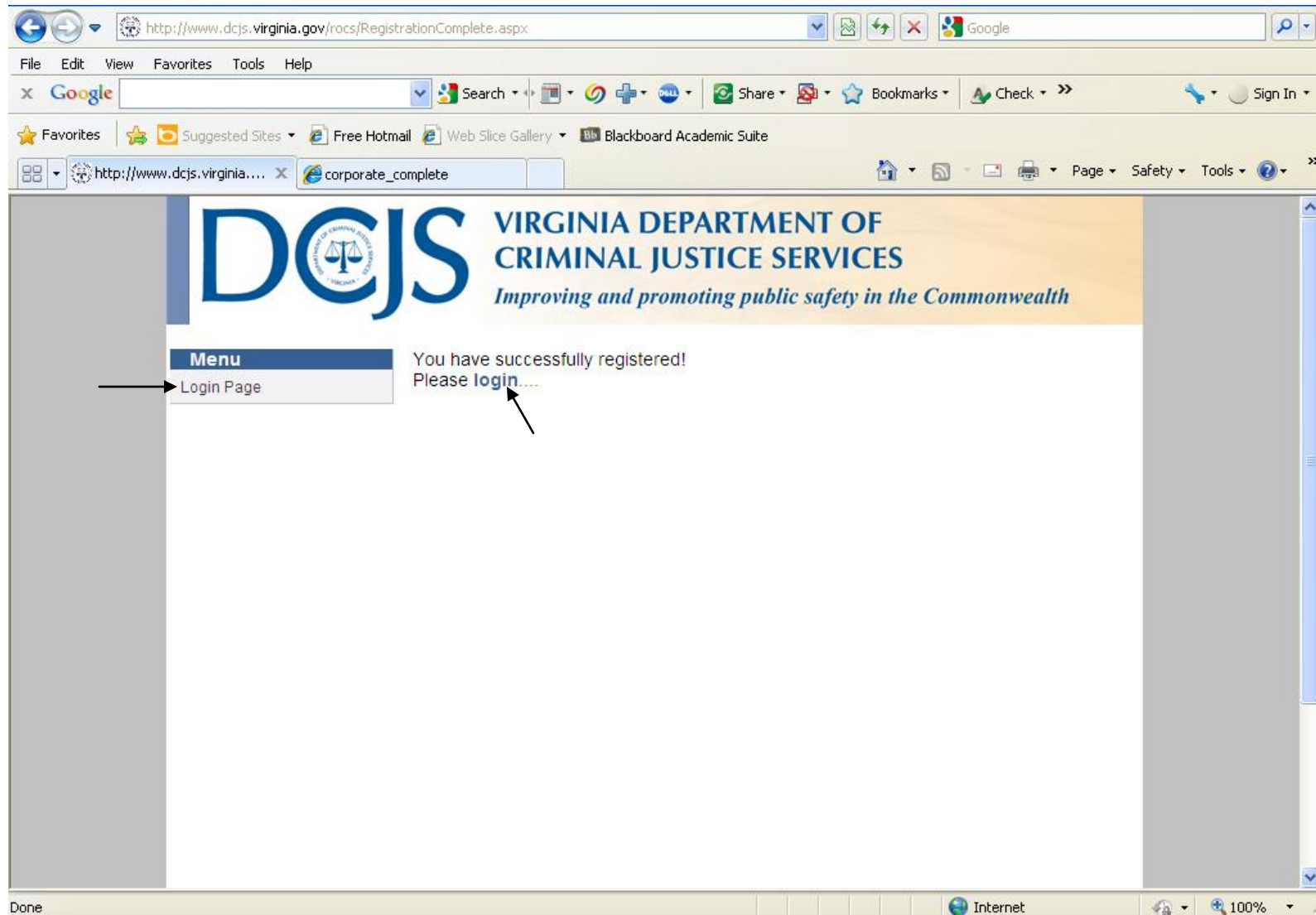
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Contact Us

It will take a few minutes to register you. If you are successful, you will see this page:



Click “login page” on the menu on the left side or click blue word “login.”



When you get to the login screen, enter the User Id and password you created.

http://www.dcs.virginia.gov/rocs/Login.aspx

File Edit View Favorites Tools Help

Google Search

Favorites Suggested Sites Free Hotmail Web Slice Gallery Blackboard Academic Suite

http://www.dcs.virginia.gov/rocs/Login.aspx corporate_complete

Page Safety Tools

Welcome to DCJS Regulatory On-Line Credentialing System (ROCS)

In order to utilize the online services, you must register with the e-Government site. If you've already registered, just enter your user name and password in the fields below and press the **login button** to continue. If you've forgotten your password, click [here](#).

If you haven't already registered, please read the list below carefully and choose the option that best fits your circumstance:

- If you wish to apply for a professional license, renew an existing professional license, submit name or address changes, or request a duplicate license, click [here](#) to register (or click the **register a person** link on the left).
- If you wish to apply for a business or facility license, renew an existing business license, submit name or address changes, request a duplicate license or request a facility inspection, click [here](#) to register (or click the **register a business** link on the left).

User Id*:

Password*:

Login

Click [here](#) if you have forgotten your password.

Then click the “login” button.

The screenshot shows a web browser window with the address bar displaying <http://www.dcjs.virginia.gov/rocs/Login.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for search, share, and bookmarks. The address bar shows two tabs: <http://www.dcjs.virginia.gov/rocs/Login.aspx> and [corporate_complete](#). The page content features a blue header with the text "Improving and promoting public safety in the Commonwealth". On the left, a "Menu" box contains links for "Register a Person" and "Register a Business". The main content area is titled "Welcome to DCJS Regulatory On-Line Credentialing System (ROCS)". It contains instructions for users to register or login, and a list of options for applying for or renewing licenses. At the bottom, there are input fields for "User Id*" and "Password*", followed by a "Login" button. A link for "Click here if you have forgotten your password." is also present.

Menu

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If you haven't already registered, please read the list below carefully and choose the option that best fits your circumstance:

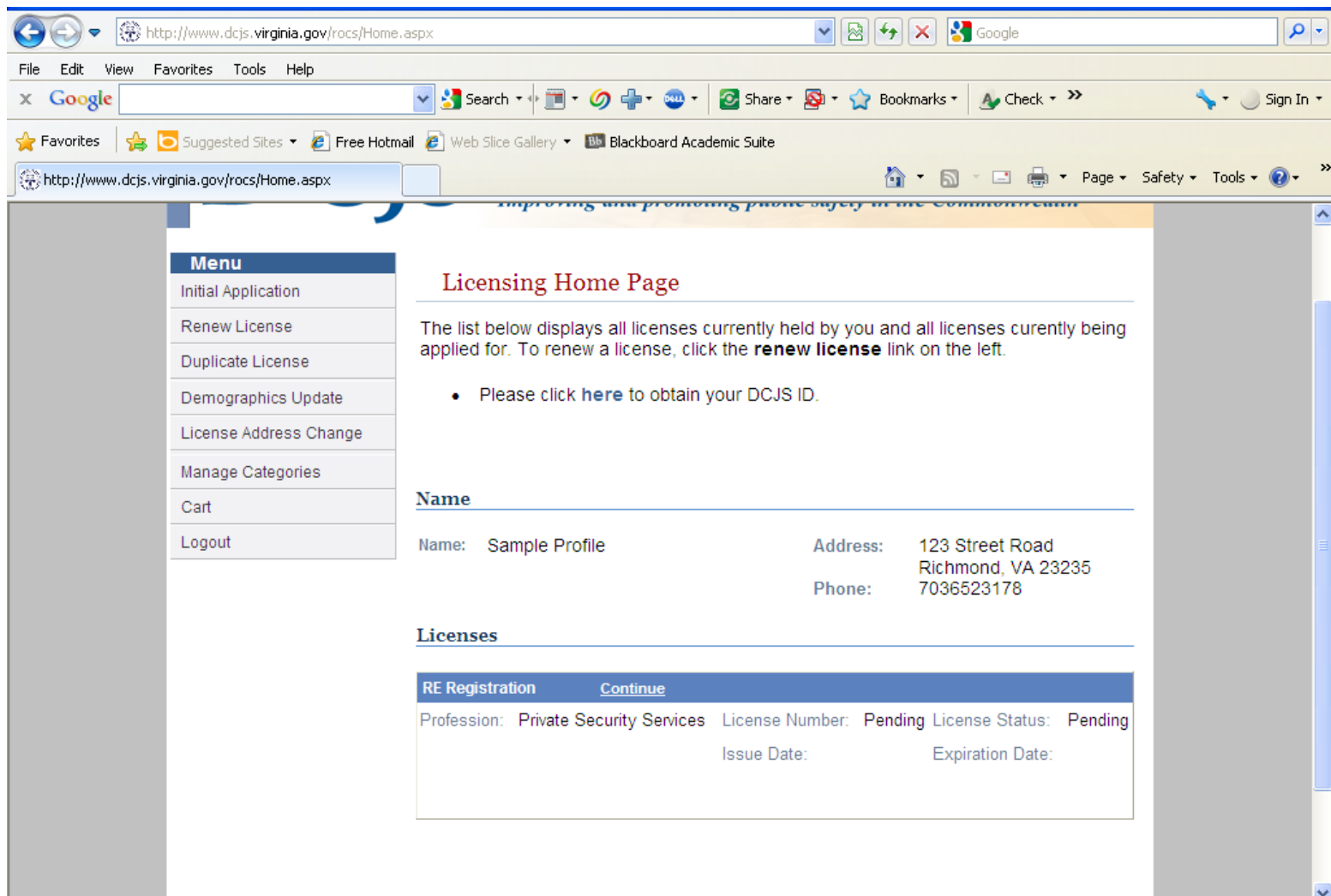
- If you wish to apply for a professional license, renew an existing professional license, submit name or address changes, or request a duplicate license, click [here](#) to register (or click the **register a person** link on the left).
- If you wish to apply for a business or facility license, renew an existing business license, submit name or address changes, request a duplicate license or request a facility inspection, click [here](#) to register (or click the **register a business** link on the left).

User Id*:

Password*:

Click [here](#) if you have forgotten your password.

If you are successful you will see the licensing homepage with your name and address.



The screenshot shows a web browser window with the address bar displaying <http://www.dcs.virginia.gov/rocs/Home.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. Below the menu bar, there are search and navigation icons. The page content is divided into a left sidebar and a main content area. The sidebar contains a 'Menu' section with links: Initial Application, Renew License, Duplicate License, Demographics Update, License Address Change, Manage Categories, Cart, and Logout. The main content area has a heading 'Licensing Home Page' and a paragraph: 'The list below displays all licenses currently held by you and all licenses currently being applied for. To renew a license, click the **renew license** link on the left.' Below this is a bullet point: 'Please click [here](#) to obtain your DCJS ID.' The 'Name' section displays 'Name: Sample Profile' and 'Address: 123 Street Road, Richmond, VA 23235'. The 'Phone' is listed as '7036523178'. The 'Licenses' section contains a table with the following data:

RE Registration	Continue
Profession: Private Security Services	License Number: Pending License Status: Pending
Issue Date:	Expiration Date:

Congratulations! You will now be able to submit applications, change your address, and check on your status online.